



## Exciting news!

### You can now recruit volunteers online


Recruiting volunteers online has a lot of advantages. It can be used instead of, or alongside, other ways of recruiting.

This distance learning pack shows:


- what the experience is for the person applying
- how you can make the most of our Online Recruitment

It's also available as an [online presentation](#).


**Key**



Learning activity



Top tips



Links to information


## What the person applying will see:




HOME APP MENU PREVIEW
MARIE HARRY

### Your Application for T - Group Coordinator

Before completing the rest of the application, please complete "Essential Criteria" first below.



Personal details



Essential Criteria

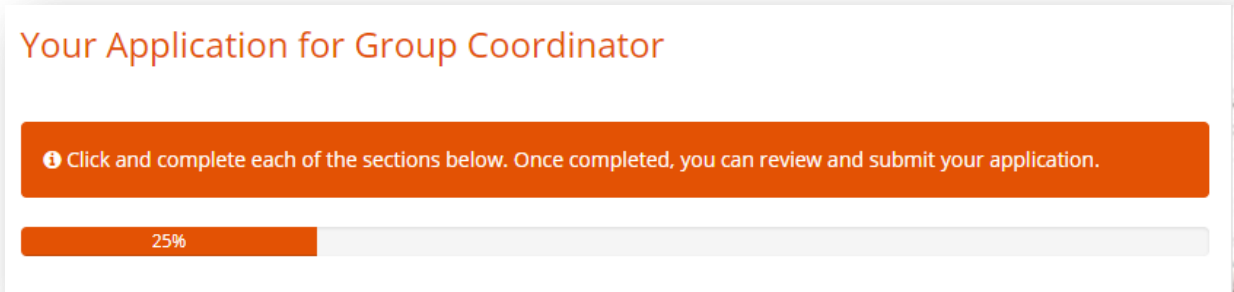
View Your Application

Vacancy Information

Vacancy Documents

## Application details

It shows **which role** the person is applying for.  
It includes **instructions** throughout on what to do.



The **progress bar** shows how much of the application they've completed

## Tiles



Each section of the application is a **tile**.



A  appears when a section has been completed

## Personal details tile



Applicants don't have to fill in everything at once. They can save their details and return to the section they were on later.



Online Recruitment ensures applicants' personal information is kept safely, securely and for the intended purpose.

## Essential criteria

At the start of their application, potential volunteers will fill the 'essential criteria' tile.

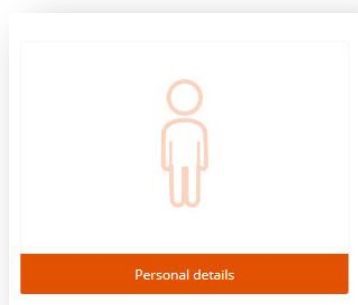
If they don't meet the criteria, they won't be able to continue their application.

For example, we only offer role to over 18s.

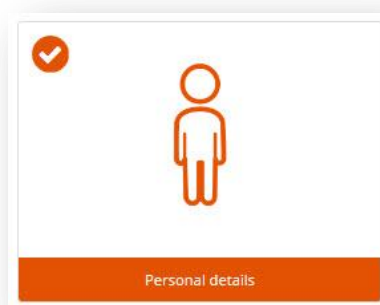


All the other tiles appear greyed out until the essential criteria is filled in:

Before:



After:



This saves time:

- applicants realise quickly if they're not suitable for the role
- you only select/interview volunteers who meet the essential criteria.

## Key documents

All key documents are in one place:

View Your Application	Applicants can see all the sections they've filled in
Vacancy Information	The advert – a summary of what they'll be doing
Vacancy Documents ▾	Their role description

## What applicants might say:



## When you're recruiting

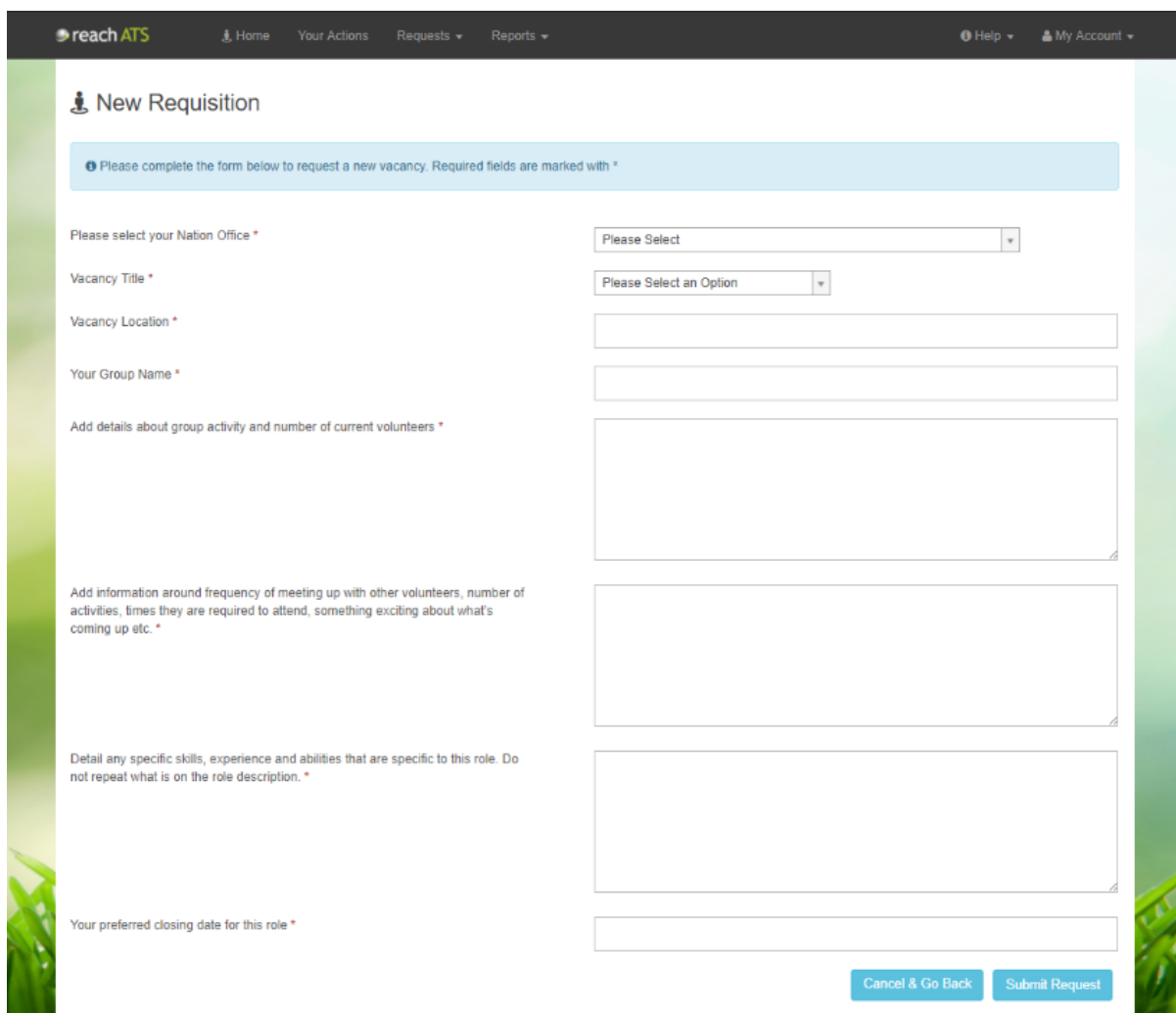
### Before getting on the system

You must decide:

- How many volunteers do I need?
- Which role(s) should I use?
- What do I need them to do?
- When do I need them to start?

## New requisition

You'll need to fill in a 'new requisition' for each role you're recruiting. This is a simple form where you request for your opportunity to be put online.



The screenshot shows the 'New Requisition' form in the reachATS system. The form is titled 'New Requisition' and includes a navigation bar at the top with 'reachATS', 'Home', 'Your Actions', 'Requests', and 'Reports'. A blue banner at the top of the form area says 'Please complete the form below to request a new vacancy. Required fields are marked with \*'. The form fields are:

- 'Please select your Nation Office \*' with a dropdown menu showing 'Please Select'.
- 'Vacancy Title \*' with a dropdown menu showing 'Please Select an Option'.
- 'Vacancy Location \*' with a text input field.
- 'Your Group Name \*' with a text input field.
- 'Add details about group activity and number of current volunteers \*' with a large text area.
- 'Add information around frequency of meeting up with other volunteers, number of activities, times they are required to attend, something exciting about what's coming up etc. \*' with a large text area.
- 'Detail any specific skills, experience and abilities that are specific to this role. Do not repeat what is on the role description. \*' with a large text area.
- 'Your preferred closing date for this role \*' with a text input field.

At the bottom right of the form, there are two buttons: 'Cancel & Go Back' and 'Submit Request'.



Make sure you have enough time for:

- The advert to be open
- shortlisting (this will vary depending on how many apply)
- face-to-face or telephone catch ups

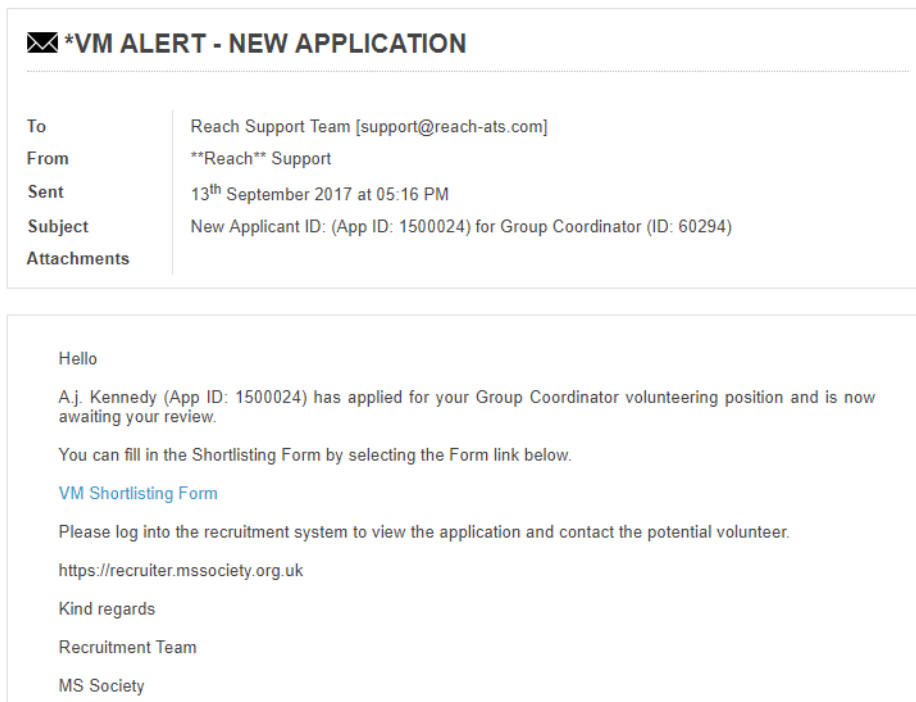
And:

- Remember that the person may not be able to start right away
- Depending on the role, there may need to do a disclosure check and formal learning

Recruiting a volunteer could take  
from a few weeks to a few months

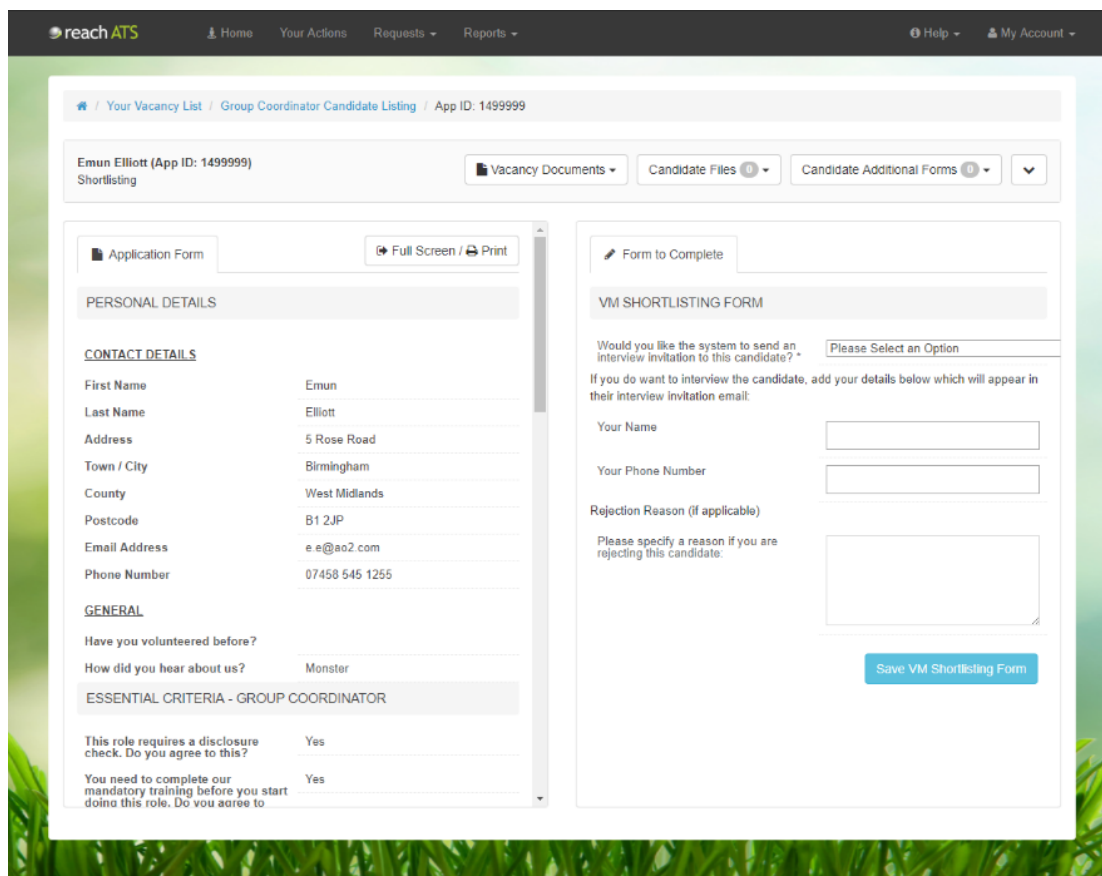
## Email notification

You'll receive an email for every new application:



## Application

Once you've shortlisted someone, you'll see their full application:



## All applications in one place

You can check in one glance how many people have applied and what action you've taken:

Application ID	First Name	Last Name	Date of Application	Current Stage	Arrival at Stage	
1500015	Deobla	Oparel	25/07/2017 09:45 AM	Shortlisting	25/07/2017 09:45 AM	<a href="#">Review</a>
1500021	Karl	Davies	25/07/2017 09:48 AM	Shortlisting	25/07/2017 09:48 AM	<a href="#">Review</a>
1500024	A.J.	Kennedy	25/07/2017 09:51 AM	Shortlisting	25/07/2017 09:51 AM	<a href="#">Review</a>
1500055	John	Jones	25/07/2017 10:19 AM	Shortlisting	25/07/2017 10:19 AM	<a href="#">Review</a>
1517627	Jan	Johnson	15/08/2017 09:06 AM	Shortlisting	15/08/2017 09:06 AM	<a href="#">Review</a>
1517629	Jonah	Wright	15/08/2017 09:09 AM	Shortlisting	15/08/2017 09:09 AM	<a href="#">Review</a>
1517634	Wayne	Gettin	15/08/2017 09:16 AM	Shortlisting	15/08/2017 09:16 AM	<a href="#">Review</a>
1517656	John	Hall	15/08/2017 09:39 AM	Shortlisting	15/08/2017 09:39 AM	<a href="#">Review</a>
1517657	Jennifer	Tarley	15/08/2017 09:36 AM	Shortlisting	15/08/2017 09:36 AM	<a href="#">Review</a>
1517660	Joyce	Lothain	15/08/2017 09:37 AM	Shortlisting	15/08/2017 09:37 AM	<a href="#">Review</a>
1500007	David	Bradley	25/07/2017 09:39 AM	Interview	25/07/2017 10:57 AM	<a href="#">Review</a>
1500010	Meera	Reed	25/07/2017 09:42 AM	Interview	15/08/2017 12:31 PM	<a href="#">Review</a>



Everyone's data is kept safe on the system. Remember to follow our data protection policy.



See [Handling data](#) on our volunteer website

## What recruiters might say about Online Recruitment:

Less admin!	I can see the status of each application in one place
It helps me think about what I need to do	I don't need to store applications

## Using Online Recruitment

### Next steps

1. Attend webinar on using online recruitment
2. Log in using the details we send to you
3. Change your password
4. Get started!

## More on volunteer recruitment

If you're new to volunteer recruitment, are looking for new ideas or following good practice:

- watch our online presentation [Steps to recruiting volunteers](#)
- read our guides [Preparing to meet a potential volunteer](#), [Agreeing the role](#) and [Welcoming and inducting volunteers](#).

Download them from [Recruiting volunteers](#) on our volunteer website.

Was this useful? We'd love to hear from you either way. Please email your comments at [volunteering@mssociety.org.uk](mailto:volunteering@mssociety.org.uk)

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